

## **FACILITIES SERVICES COORDINATOR**

### **NATURE AND PURPOSE OF WORK**

Position is responsible for booking events for the leasing of the Frem Boustany Convention Center and the Heymann Performing Arts Theater, and assuring that all staging, equipment and personnel required for events are properly programmed and assigned. The incumbent handles contract administration for the leases of the facilities. Incumbent also assists the Arts & Culture Manager in overseeing and directing matters and issues related to the day-to-day operations of the division. Incumbent works under the general direction of the Arts & Culture Manager.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Handles booking events for the leasing of the facilities, including contract administration. Assists clients in identifying and estimating all costs associated with the production and staging of an event. Assists clients to insure that all staging, equipment and support personnel required for an event are properly identified and assigned. Assists in the promotion of the facilities by meeting with prospective clients and community organizations regarding the facilities, rental rates, schedules and services provided. Administers and maintains all fiscal and personnel records for the division. Trains and instructs receptionist and accounting clerk in the performance of their duties. Maintains the records and accounts of two advisory commissions.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of principles and practices of convention/performing arts center operations and maintenance.

Thorough knowledge of methods and materials required by entertainment and convention/meeting events.

Thorough knowledge of entertainment and meeting/convention facilities leasing contracts.

Knowledge of event coordination, box office, concession operations, advertising and publicity.

Ability to establish and maintain effective working relationships with employees, entertainers, promoters, community leaders, volunteers and the general public.

Ability to express ideas clearly and effectively, both orally and in writing.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from high school supplemented by course work in marketing, business or hospitality management and experience in administration of public assembly facilities and performing arts centers, or an equivalent combination of training and experience.